

CPPS SECURITY ACCESS AUTHORIZATION REQUEST FORM

(1) ORG ID/NAME FOR
CPPS

(2) GGCC SIGNON

(3) SPECIAL OPERATOR ID YOU
WANT TO USE

(4) CHECK ONLY ONE

- ☐ COMMUNITY COLLEGE
- ☐ 4-YEAR COLLEGE
- ☐ ALL OTHER AGENCIES

(5) CHECK ALL THAT APPLY

- ☐ PAYROLL
- ☐ PERSONNEL
- ☐ ACCOUNTING
- ☐ BENEFITS

EMPLOYEE INFORMATION

(6) NAME: _____
(PRINT)

(7) SS#: _____

(8) PHONE NO. (____) _____

E-MAIL

(9) ADDRESS: _____

(11) PLEASE ANSWER QUESTIONS:

DO YOU NEED TO UPDATE THE ALTERNATE ADDRESS SCREEN (6)?

YES NO

☐ ☐

DO YOU NEED TO UPDATE THE TAX SCREEN (7)?

☐ ☐

DO YOU NEED TO UPDATE THE DIRECT DEPOSIT SCREEN (23)?

☐ ☐

FOR COMMUNITY COLLEGES ONLY:

DO YOU NEED TO ACCESS THE CPPS PERSONNEL SCREEN (3)?

☐ ☐

DO YOU NEED TO ACCESS THE CPPS JOB SCREEN (4)?

☐ ☐

DO YOU NEED TO ACCESS THE CPPS ADDRESS SCREEN (5)?

☐ ☐

DO YOU NEED TO UPDATE ANY OF THE BENEFIT SCREENS?

☐ ☐

(10) CPPS

- ☐ (10A) UPDATE
 - ☐ PERSONNEL SYSTEM 1
 - ☐ BENEFITS SYSTEM 3
 - ☐ TIME INPUT SYSTEM 51
 - ☐ ADJUST SYSTEM 52

- ☐ (10B) INQUIRY ONLY
INCLUDES:
PERSONNEL SYSTEM 2 AND
BENEFITS SYSTEM 4

- ☐ (10C) REVOKE ACCESS

APPROVING AUTHORITY INFORMATION

(12) _____
AGENCY SECURITY ADMINISTRATOR
(AGENCY CONTROLLER)

(13) _____
PRINT NAME

(14) (____) _____
PHONE NUMBER

(15) (____) _____
FAX NUMBER

(16) ____/____/____
DATE

DO NOT WRITE BELOW THIS LINE - OFFICE USE ONLY

CENTRAL PAYROLL USE ONLY

<u>OPERATOR ID</u>	FUNCTION 1:	PATTERN:	HRS	FUNCTION 51:	PATTERN:	TIMEFILE	OTHER
<u>PASSWORD</u>			HRS-2	FUNCTION 52:	PATTERN:	ADJBATCH	
ITRUST			CCHRS	FUNCTION 53:	PATTERN:	FIX	
<u>UPDATE/DELETE</u>	FUNCTION 2:	PATTERN:	PAYROLL	FUNCTION 54:	PATTERN:	CHOP	
	FUNCTION 3:	PATTERN:	CCPAY	FUNCTION 55:	PATTERN:	ALL	
<u>DATE/INITIALS</u>			ALL	FUNCTION 62:	PATTERN:	ALL	
	FUNCTION 4:	PATTERN:	BENEFITS				
			CCBENS				
			4 YEAR				
			ALL				

DISTRIBUTION: FAX REQUEST TO (303) 866-4138

(A COPY WILL BE RETURNED TO THE AGENCY)

CPPS (R 08/03)